



# ENCROACHMENT PERMIT APPLICATION

Rev. 03/2020

Public Works Department

21810 Copley Drive, Diamond Bar California 91765

E-mail: [pwpermit@diamondbarca.gov](mailto:pwpermit@diamondbarca.gov)

The undersigned hereby makes application to construct specific improvements on public streets at the location described below with the understanding all work is subject to the provisions of the City of Diamond Bar Municipal Code and an approved Street Construction Permit.

Permittee shall indemnify and hold harmless City (including of its officers, employees and agents) from and against all claims, causes of action, liabilities, losses and damages for injuries to persons and property, including reasonable costs of defense and attorney and expert fees, arising from Permittee's work described in and undertaken under and pursuant to this Permit. Permittee shall promptly pay the amount of any judgement rendered against City (including its officers, employees and agents) for any such indemnified claims, and reasonable costs and attorney and expert fees incurred by City in the defense if such claims. For Engineering questions please call 909-839-7040.

Traffic Control devices shall be installed per MUTCD and W.A.T.C.H. Handbook before start of construction.

**This permit shall expire Ninety (90) days after the date of issuance unless otherwise indicated below.**

A 30 day extension may be obtained at the discretion of the City Engineer with payment of an extension fee or any other fee that may be required. The City Engineer reserves the right to terminate any permit.

**PROPOSED CONSTRUCTION:**  
**(Describe and attach sketch if appropriate)**

**IMPORTANT NOTICE**

Section 4216/4217 of the Government Code requires a DigAlert Identification Number be issued before a "Permit to Excavate" will be valid. For your DigAlert I.D. Number Call Underground Service Alert TOLL FREE 1-800-422-4133

Two working days before you dig.

**TRAFFIC SIGNAL CONDUITS ARE NOT A PART OF DIGALERT  
CONTRACTOR TO CONFIRM LOCATION WITH CITY.**

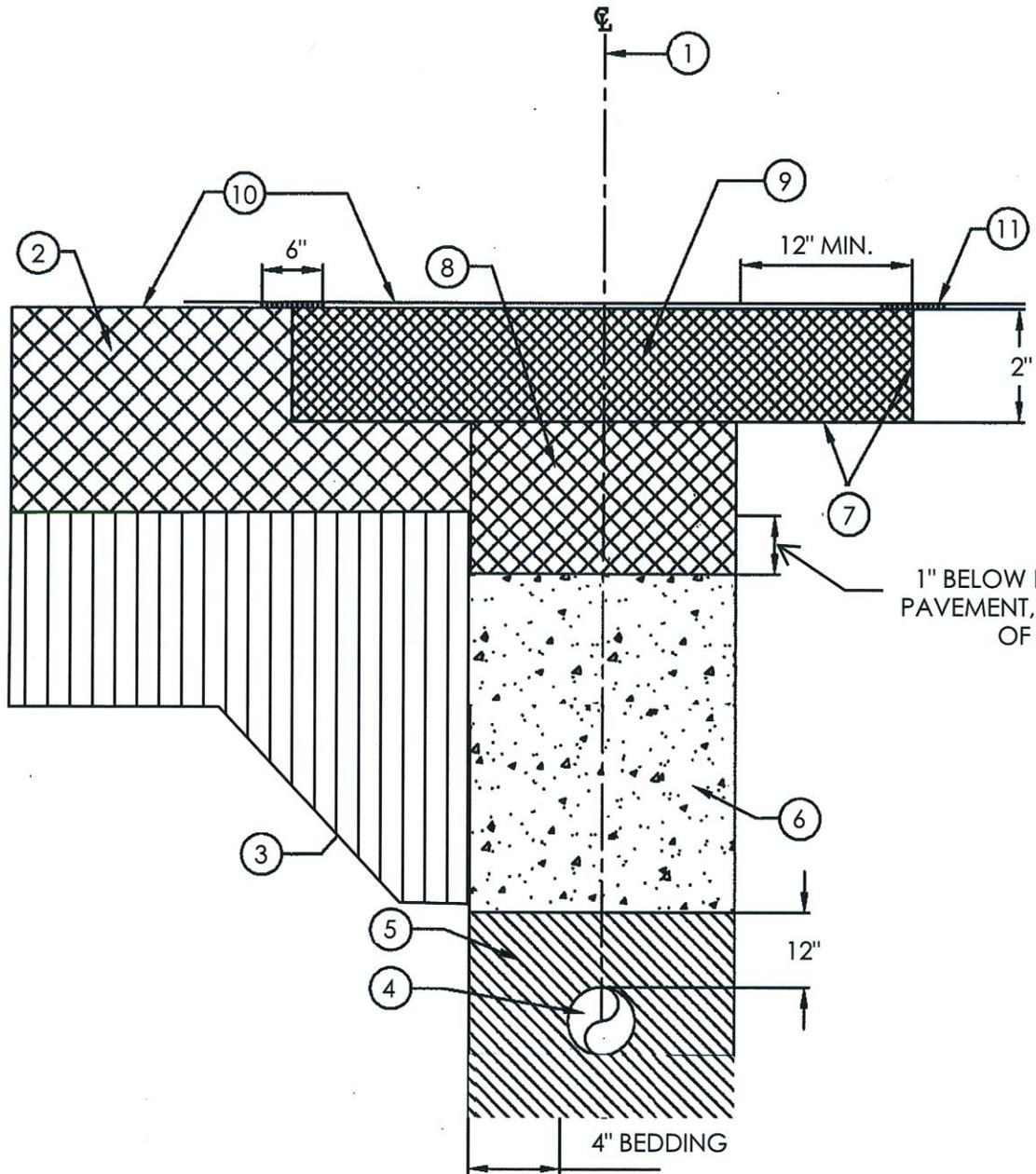
**LOCATION OF WORK:**  
**DURATION OF WORK:**

Signature of Applicant	Date
Name of Applicant (Print)	Contractor & License Number
Address, City, Zip Code	Address, City, Zip Code
Telephone (Office & 24 hr. Emergency Numbers)	Telephone (Office & 24 hr. Emergency Numbers)
Email	Email

**BELOW FOR CITY USE**

PERMIT NO:	DATE ISSUED:
TOTAL FEE:	PROCESSED BY:

**EMAIL CITY INSPECTOR (JFuentes@DiamondBarCA.Gov) AT LEAST 48 HOURS BEFORE STARTING WORK.  
WORK INITIATED BEFORE REQUESTING FOR INSPECTION UNDER THIS PERMIT IS SUBJECT TO REMOVAL AND RECONSTRUCTION. NOTE THE ATTACHED TRENCH REPLACEMENT DETAIL AND STREET CUT MORATORIUM POLICY.**



# TRENCH T-CAP

DRAWING NOT TO SCALE

APPROVED BY: DAVID G. LIU, CITY ENGINEER	RCE NO. 44053	DATE: 3-3-2020
PREPARED BY: MLA	DATE: 3/3/2020	SHEET 1 OF 2

Construction Notes:

- ① Trench centerline.
- ② Existing A.C. Pavement.
- ③ Undisturbed soil.
- ④ Conduit, pipe, etc.
- ⑤ Mortar sand bedding/ shading compacted to 95% relative density.
- ⑥ One sack cement slurry backfill. Allow a minimum 48 hours cure before asphalt paving.
- ⑦ Grade SS-1h emulsified materials shall be crushed aggregate base per section 200-2.2.1 of the "Greenbook"
- ⑧ Asphalt paving base course shall be B2 PG-64-10
- ⑨ Asphalt paving surface shall be C2 PG-64-10
- ⑩ Existing asphalt pavement finished grade. Smoothness and compaction of resurfacing shall meet the requirements of Sec. 302-5.6.2 of the "Greenbook" except that smoothness shall be determined over the length and width of the pavement areas disturbed by the Contractor's/ Permittee's operation.
- ⑪ Apply grade SS-1h emulsified asphalt applied at 0.05 gallon per square yard 6 inches wide centered on the edge of the grind line after surface course pavement.

Additional notes:

- Final surface course pavement to match existing pavement except where Slurry Seal may be required at the discretion of the City Engineer/ Inspector .
- When the edge of excavation is within 36 inches of the edge of pavement or any paving join line, remove all pavement between the excavation and the gutter or structure and pave continuous with the base course trench paving.
- When the edge of the grind line is within 36 inches of the edge of the pavement, any structure, adjacent trench patch or any other paving join line, the 2 inch deep grind shall be extended to the existing structure or join line.
- Radius and irregular trenches shall be approved by the City Engineer prior to excavation. Surface restoration shall be squared off and made uniform as determined by the City Engineer/ Inspector.
- Trenches on Arterial Streets shall include full lane restoration with Slurry Seal, may include striping restorations.



## TRENCH BACKFILL & ASPHALT CONCRETE RESURFACING

APPROVED BY:  DAVID G. LIU, CITY ENGINEER

RCE NO. 44053

DATE

3.3.2020

PREPARED BY: MLA

DATE: 3/3/2020

SHEET 2 OF 2



## **Street Cut Moratorium Policy**

**Adopted March 2020**

The City of Diamond Bar has placed a “street cut moratorium” on any street that has been reconstructed or slurry sealed. On a paved, constructed, or reconstructed street, the pavement surface shall not be cut or opened for a period of five (5) years from the recordation of a notice of completion.

On a slurry sealed street, the pavement surface shall not be cut or opened for a period of two (2) years.

There are strict terms and conditions (see the complete policy below) for replacement of the asphalt or concrete on streets and alleys with the moratorium in place. The moratorium list is updated as projects are completed.

### **Policy**

The Moratorium Street Map and/or List can be found at the link below. The Public Works Department will make efforts to notify utility companies of the streets in moratorium; however, it is the responsibility of the utility company to verify status of a street prior to any excavation or utility cut or to check with City staff for planning purposes.

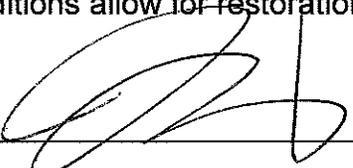
On paved, constructed, or reconstructed street, the pavement surface shall not be cut or opened for a period of five (5) years from the recordation of a notice of completion. On a slurry sealed street, the pavement surface shall not be cut or opened for a period of two (2) years.

The Public Works Director may grant exemptions to the moratorium for emergencies which endanger life or property or interrupt essential utility service, for work that is mandated by City, State, or federal legislation, for where no other reasonable means of providing service exists to a building, or for other situations deemed by the Director to be in the best interest of the City. When granting exceptions to these regulations, the Director may impose conditions determined appropriate to ensure the rapid and complete restoration of the street and street paving. Re-paving may include street grinding, base and sub-base repairs, restoration of pavements markings, and other related work as determined by the City, and may include up to full-width street paving of the roadway.

Any person who is required to re-pave a street shall obtain an Encroachment Permit from the Public Works Department and shall be responsible for the full cost of the plan preparation, plan review, construction inspection, material testing, bonding, traffic control plans and implementation, and all other expenses related to the work.

Re-paving will include a minimum width of five (5) feet on all four sides of the trench or cut limits or to the edge of the gutter, and grinding the pavement to a minimum of 1.5 inches of cap paving. For concrete pavements, re-paving shall be from joint to joint of Portland Cement Concrete pavement.

Final pavement improvements shall be completed within sixty (60) days of the completion of the work or project that required the pavement cut. If the Director determines that restoration of the street is not appropriate at a particular time for reasons relating to weather or other short-term factors, the Director may order a postponement until proper conditions allow for restoration work.

  
\_\_\_\_\_  
Approved by David Liu, PE  
Public Works Director/City Engineer

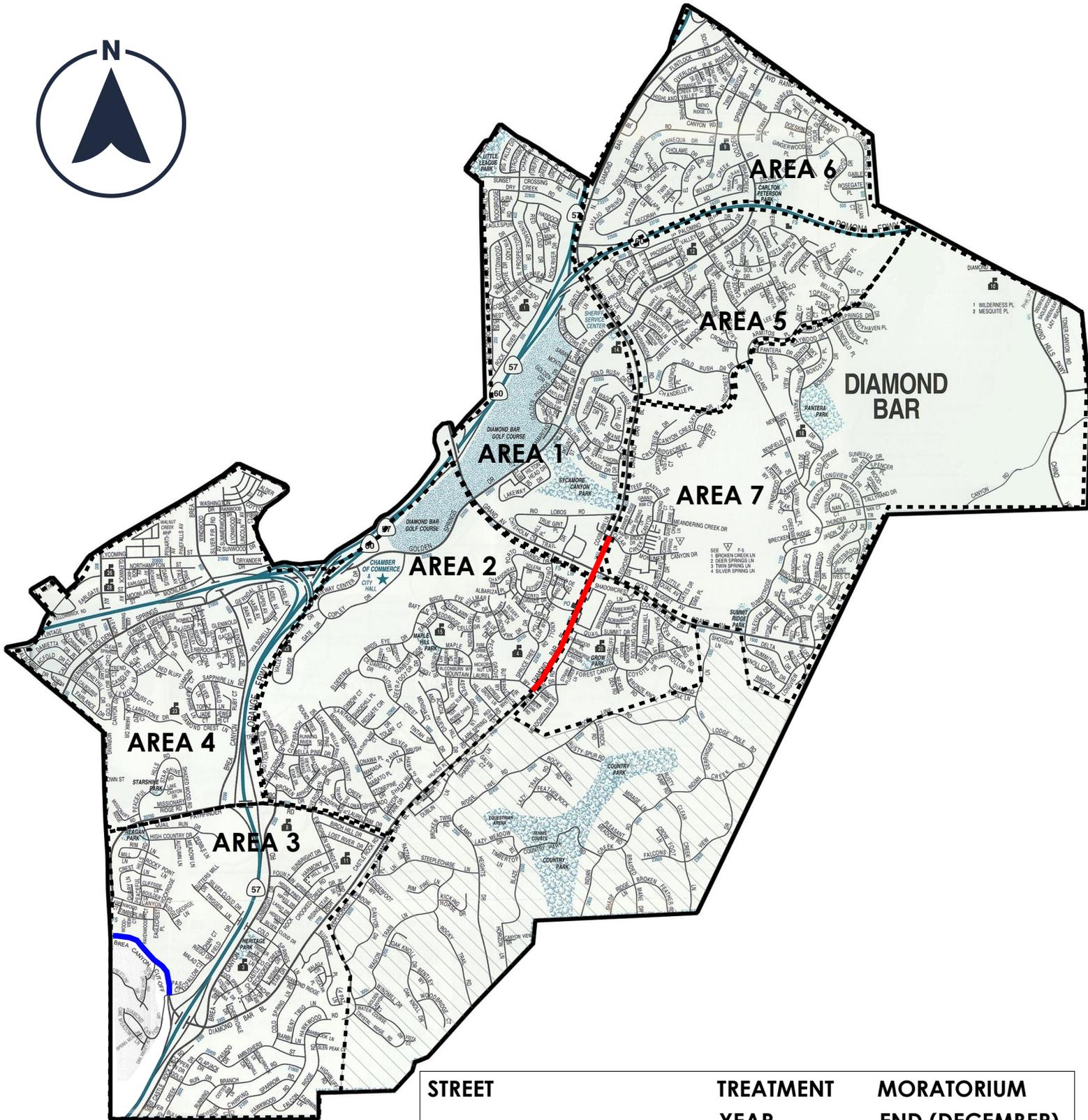
3.2.2020  
\_\_\_\_\_  
Date

Attachments:

- A. Exhibit A – Five Year Roadways
- B. Exhibit B – Slurry sealed Roadways

# CITY OF DIAMOND BAR MORATORIUM MAP

## Asphalt Concrete Overlay Streets (5 years)

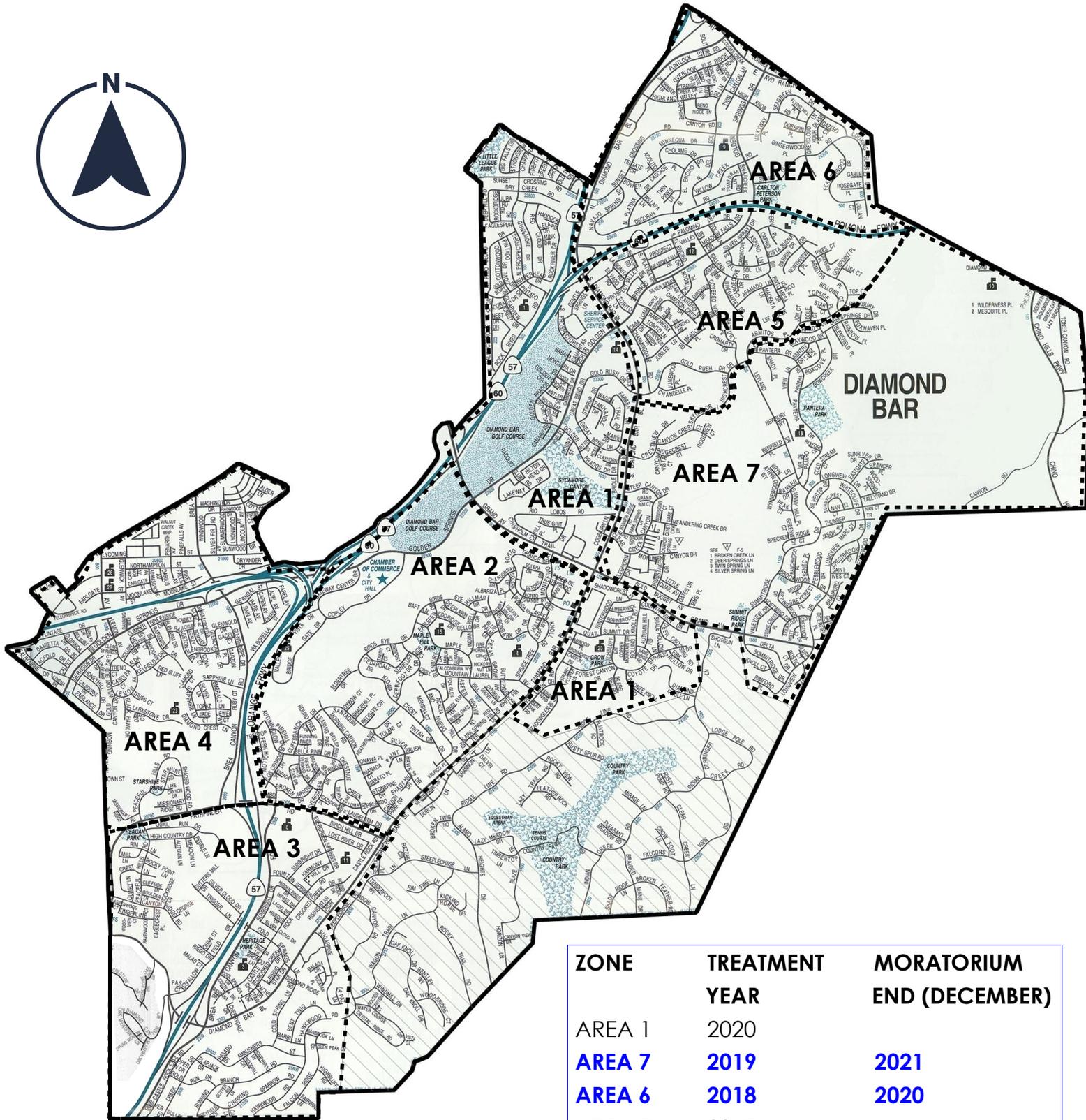


STREET	TREATMENT YEAR	MORATORIUM END (DECEMBER)
DIAMOND BAR BLVD	2019	2024
BREA CANYON CUTOFF	2015	2020

Updated: February 2020

# CITY OF DIAMOND BAR MORATORIUM MAP

## Slurry Sealed Streets (2 years)



ZONE	TREATMENT YEAR	MORATORIUM END (DECEMBER)
AREA 1	2020	
<b>AREA 7</b>	<b>2019</b>	<b>2021</b>
<b>AREA 6</b>	<b>2018</b>	<b>2020</b>
AREA 5	2017	
AREA 4	2016	
AREA 3	2015	
AREA 2	2014	

Updated: February 2020